

FIRE SUPPORT LIEUTENANT

DISTINGUISHING FEATURES

The fundamental reason the Fire Support Lieutenant exists is to perform supervisory support in responding to calls for service in assisting and supporting Fire Support members and Rural Metro Firefighters. This is a City of Scottsdale program that is considered secondary to regular employment duties. This classification performs responsibilities under general direction from the Emergency Services Coordinator.

ESSENTIAL FUNCTIONS

Responds to incidents and directs procedure; receives orders from Rural/Metro Officer and coordinates firefighting work.

Oversees fire apparatus and equipment in readiness. Maintains records of fire calls, members present, late, absent; details of all absences occurring at or after a fire call, giving dates and time, reasons and action taken, if any; details of illness or injury due to emergency duty involving members of the Fire Support Program; supplies and materials delivered and received; and kind and quantity of such; all general or special orders, letters, assignment cards, communications, reports and violations.

Manages the response of the apparatus and crew to the correct location

Makes official reports of activities of all members under commands; prepares special reports as request by the Emergency Services Coordinator.

Prepares performance evaluations and handles disciplinary issues.

Attends Fire Support officer meetings.

Orders equipment, pagers/radio inventory, preparation of newsletters and other duties as required.

Participates in fire drills and attends classes in fire fighting and related subjects.

Obtains Code 3 certification and drive apparatus Code 3.

Uses various equipment and tools to pull down existing or partially burned walls looking for hot spots; removes or covers items and furniture once fire is out, and assist fire personnel in performing other job tasks as needed.

Uses two-way radio to communicate to team members

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

Fire fighting principles and practices.

Must:

Have a current quality performer rating and have part-time, job-share, or full-time status.

Receive written approval from employee's current supervisor and director for participation in this program.

Must be Code 3 certified and drive apparatus Code 3.

Pass a physical fitness agility test; respond to call-outs every three weeks for a seven-day period; and participate in drill-time exercises four hours per month.

Operate a two-way radio; follow oral direction; work with and be exposed to hazardous materials; stand for long periods of time in extreme weather conditions; bend, stoop and lift objects up to 50 lbs. to perform job tasks.

Have a valid Arizona Drivers license with no major driving citations within the past 36 months.

Education and Experience

High school diploma or G.E.D. and two years experience in Fire Support Program.

FLSA Status: Non Exempt

HR Ordinance Status: Classified